

# Credential Application

**Safety and Buildings Division**  
**201 W. Washington Avenue**  
**P.O. Box 7082**  
**Madison WI 53707-7082**  
*Phone (608) 261-8500*  
*TDD #: (608) 264-8777*  
*7:45 a.m. - 4:30 p.m.*  
*www.commerce.state.wi.us*

**THE CREDENTIAL WILL NOT BE  
 PROCESSED UNLESS YOU :**

- A. *Sign and date this form;*
- B. *Submit a complete application with all blanks filled in or marked non-applicable;*
- C. *Attach the specified fee; and*
- D. *Attach documents if specified on this application.*

Personal information you provide may be used for secondary purposes  
 [Privacy Law, s. 15.04(1)(m)].

**Instructions:** Please print clearly. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

Applicant's Signature	Date (mo/day/yr)
<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, Internet Address:	

## MASTER PLUMBER -RESTRICTED SERVICE LICENSE cost code 7630

Note: Prior to November 1, 1996, plumber-restricted service licenses were referred to as plumber-restricted-sewer licenses and those licenses formerly referred to plumber-restricted sewer type 1 are now titled plumber-restricted service.

**Reason for Credential:** Except as provided under s. 145.06 (4) Stats., and pursuant to s. 145.06, Stats., no person may install plumbing unless the person holds a credential issued by the department as a licensed master plumber, licensed master plumber-restricted, licensed journeyman plumber, licensed journeyman plumber-restricted, registered plumbing apprentice, registered plumbing learner-restricted, registered utility contractor or registered pipe layer.

**New Comm 5 Changes affecting your license:** Rule revisions effective August 1, 2004, adjusted the length of terms for some Safety and Buildings Division credentials. Fees were not increased nor were continuing education requirements increased, but were adjusted accordingly to reflect the longer license cycle. The total renewal fee and the required continuing education hours changed as the credentials went from two- or three-year terms to four-year terms. For specific code language, see Comm 5.06 (online at <http://www.commerce.state.wi.us/SB/SB-DivCodesListing.html>).

A person holding a master plumber restricted service license may apply without examination for a POWTS inspector certification.

**Requirements of Credential:** Pursuant to s. 145.14, Stats., the plumbing activities that may be undertaken by a person who holds a credential as a licensed master plumber-restricted service, licensed journeyman plumber-restricted service or a registered plumbing learner-restricted service shall be limited to the installation or modification of all of the following:

- Privately owned wastewater treatment systems and components under ch. COMM 83.
- Building sewers and private interceptor main sewers under ch. COMM 82.
- Water services and private water mains under ch. COMM 82.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

A person who, as a licensed master plumber-restricted service, is responsible for an installation or modification of plumbing shall utilize the appropriate credentialed persons to install or modify plumbing. A business engaged in the installation of plumbing that utilizes plumbing learners shall maintain a ratio of at least one journeyman plumber or journeyman plumber-restricted for each plumbing learner. For this purpose, a master plumber or master plumber-restricted may act as a journeyman plumber or journeyman plumber-restricted, respectively.

For any construction or installation that requires a uniform building permit under s. Comm 20.08, persons, entities, or businesses which hold licenses, certifications, or registrations as identified in Comm 5 may not commence construction or installation until a permit is issued.

**Education Hours Required to Renew:** The renewal of a license as a master plumber-restricted service shall be contingent upon the master plumber-restricted service obtaining at least 6 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a master plumber-restricted service may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

The Construction Codes Report may contain advertisements for courses, lectures or seminars which will count towards continuing education for a master plumber-restricted service license.

## **APPLYING FOR MASTER PLUMBER-RESTRICTED SERVICE LICENSE**

A person may obtain a credential as a licensed master plumber-restricted service by one of the following methods:

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| Method 1 | Completing the necessary hours of experience and taking and passing the master plumber-restricted service license examination.   |
| Method 2 | Submitting evidence that the person possesses a master plumber-restricted service license-retiree.   |
| Method 3 | A person who held a master plumber-restricted service license but exchanged it for a journeyman plumber-restricted service license may, upon application to the department, exchange his or her journeyman plumber-restricted service license, for a master plumber-restricted service license. If the exchange is made at the time of renewal a credential fee of \$250 for the master plumber-restricted service license shall be submitted. |

Apply for the credential by following the instructions for Method 1, Method 2 or Method 3.

**Special Processing Note:** If you hold a current license from another state, or under the ordinances of any city, town or village, circle your choice of exam dates in Method 1 and attach to the application:

1. The application and exam fee specified in Method 1.
2. A letter explaining in detail the following:
  - a) the number of hours of practical experience, and
  - b) the depth and breadth of that experience.
3. Transcripts of any education courses you've completed related to plumbing.
4. A completed petition for variance form and a \$200 fee for the petition review (completed in 30 days), or a \$400 fee for a priority petition review (completed in 10 days) of that variance. Call (608) 261-8500 to obtain a petition for variance form.
5. A complete copy of the state rule or local ordinance under which the license was issued.

## **METHOD 1 - Experience and Examination**

### **Application and Exam Fee (nonrefundable): \$50.00** class code 7630

Make checks payable to: Safety and Buildings Division. The fee consists of a \$20 application fee and an exam fee of \$30. When the exam is passed, the applicant will be asked to pay a \$250 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 2 years from March 31<sup>st</sup>. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

**Qualifications for Examination:** A person applying for a master plumber-restricted service license examination shall have at least 1,000 hours of experience per year for at least 2 consecutive years as a licensed journeyman plumber-restricted service.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12-month period. The time period must be consecutive years from one row to the next. In the Time Period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be filled in on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours performed in plumbing. If the person signing is not the master plumber or master plumber-restricted service who supervised your work, attach a letter explaining why and have the master who is in charge on the premises sign below.

Time Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Wisconsin State License Number	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr					

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover Chapter 145, Wisconsin Statutes; and chapters Comm 5 and Comm 82-87, Wisconsin Administrative Code. The exam is open book. Copies of current Wisconsin Administrative Code books and Chapter 145 may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. Other division publications relating to this credential are available and may be ordered through Material Orders 608/266-1818. You will need to have a working knowledge of the component manuals for the various POWTS. You will need to bring these to the exam site. These can also be purchased through Document Sales. The publication titles and numbers are as follows:

Holding Tank – (SBD-10571-P)

Conventional Soil Absorption – (SBD-10567-P)

Pressure Distribution – (SBD-10573-P)

Mound – (SBD-10572-P)

At-Grade – (SBD-10570-P)

Split Bed Recirculating Sand Filter System – (SBD-10656-P)

Single Pass Sand Filter – (SBD-10595-P)

Recirculating Sand Filter – (SBD-10628-P)  
Drip-Line Effluent Dispersal – (SBD-10657-P)  
In-Ground Soil Absorption – (SBD-10705-P)  
Mound – (SBD-10691-P)  
Pressure Distribution – (SBD-10706-P)

To schedule an exam:

- In the table below circle the month you would like to take the exam and the city in which you would like to take the exam. Record a telephone number where you can be reached during the day in case the exam center is filled for that date. The department will attempt to call and offer exams at available sites or dates.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this application for your records.

Exam Name:	This is a 3-hour exam and will be scheduled for the p.m. <input type="checkbox"/> a.m. session (7:15) or <input type="checkbox"/> p.m. session 11:45
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Circle the exam location of your choice below.  
Then below the location, circle the day you would prefer to take the exam.

Wausau All Categories	Black River Falls No Soil Testers	Madison All Categories	Pewaukee No Soil Testers	
2004 Exam Schedule				
	August 5	August 10	August 17	
September 14		September 28	September 21	
	October 7	October 12	October 19	
November 9		November 16	November 23	
		December 14	December 21	
2005 Exam Schedule				
<b><i>LA CROSSE Days Inn and Conference Center 101 Sky Harbour Dr 608-783-1000</i></b>	<b><i>GREEN BAY Regency Suites Hotel 333 Main St 920-432-4555</i></b>	<b><i>MADISON Sheraton Inn 706 John Nolen Dr 608-251-2300</i></b>	<b><i>PEWAUKEE Waukesha County Technical College WCTC 800 Main St 262-695-3474 No Soil Testers</i></b>	<b><i>HAYWARD Hayward Inn &amp; Suites 10290 Hwy 27 S (715) 634-4100</i></b>
	January 4	January 11	January 19 Wednesday	
February 8		February 15	February 22	
	March 9 Wednesday	March 15	March 22	March 30
April 5		April 12	April 19	
	May 11 Wednesday	May 24	May 17	
June 7		June 22 Wednesday	June 14	June 29
	July 12	July 26	July 19	
August 9		August 23	August 16	
	September 13	September 27	September 20	
October 25		October 11	October 18	October 5
	November 8	November 22	November 15	
		December 13	December 6	

Day phone number:

A letter confirming the exact date, time and location will be sent to you.

## METHOD 2 - Possession of a Master Plumber-Restricted Service License-Retiree

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$176.25	May	\$259.58	September	\$217.92
February	\$165.83	June	\$249.17	October	\$207.50
March	\$155.42	July	\$238.75	November	\$197.08
April	\$270.00	August	\$228.33	December	\$186.67

Record the amount of the fee you will be sending in the box below:

**Fee Submitted (nonrefundable):**    \$     class code 7630

Make checks payable to: Safety and Buildings Division. The fee consists of a \$20 application fee and a prorated \$250 credential fee. The credential will be effective for 2 years from March 31<sup>st</sup>. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

**ATTACH** the original of your master plumber-restricted service license-retiree.

Note: Retiree licenses have been discontinued and once turned in will not be reissued.

## METHOD 3 - Possession of a Journeyman Plumber-Restricted Service License which had been Exchanged for a Master Plumber-Restricted Service License

The fee for applying for the credential using method 3 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$156.25	May	\$239.58	September	\$197.92
February	\$145.83	June	\$229.17	October	\$187.50
March	\$135.42	July	\$218.75	November	\$177.08
April	\$250.00	August	\$208.33	December	\$166.67

Record the amount of the fee you will be sending in the box below:

**Fee Submitted (nonrefundable):**    \$     class code 7630

Make checks payable to: Safety and Buildings Division. The fee consists of a prorated \$250 credential fee. The credential will be effective for 2 years from March 31<sup>st</sup>. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

**ATTACH** the original of your old master plumber-restricted service license. You must have completed the necessary hours of continuing education.



## REFERENCE MATERIAL ORDER FORM

If you have questions regarding your order, contact the Material Orders Unit, (608) 266-1818. If you have questions regarding your credential program, contact the Credentialing Unit, (608) 261-8500. TDD/VOICE RELAY: 1-800-947-3529.

**PLEASE ALLOW 10-15 WORKING DAYS FROM OUR RECEIPT OF YOUR ORDER FOR THE DELIVERY OF YOUR REQUESTED MATERIALS.**

**Please** fill in the number of documents desired in the quantity column. Please also fill in both the cost(s) and the grand total amounts.

Form #	Revision Date	Document Title	Qty.	Price	Cost
SBD-8536-P	1/02	Plumbing - "Cross Connection Control Manual"	x	\$10	
SBD-8869-P	6/03	Plumbing - "Drain and Vent System Design"	x	\$10	
Orders 400-499	1952	Elevator Code	x	\$5	
IND 4	1957	Elevator Code	x	\$5	
IND 4	1970	Elevator Code	x	\$5	
Chapter ILHR 18	1988	Elevator Code	x	\$5	
SBD-8036-P	9/02	Plumbing - "Sizing the Water Supply System"	x	\$10	
SBD-9138-P	7/99	Plumbing - "Wisconsin Water Treatment Handbook"	x	\$10	
SBD-10089-P	1/04	POWTS - "Wisconsin POWTS Inspector Handbook"	x	\$10	
SBD-9046-P	11/02	"Soil & Site Evaluation Handbook"	x	\$10	
SBD-8518-P	4/98	"Plan Submittal Manual - Private Sewage Systems"	x	\$10	Currently Unavailable
SBD-9150-P	11/02	"Rental Weatherization Commentary"	x	\$10	
SBD-8466-P	8/03	"Uniform Dwelling Code (UDC) & Commentary"	x	\$21	

**Make checks payable to: Safety and Buildings Division**

Mail order form and check for the total cost of any documents to:

Wisconsin Department of Commerce

PO Box 2509

Madison, WI 53701-2509

**Grand Total  
REVENUE  
CODE-8035**

Check the box(s) listed below for one free copy of the selected document(s)

Document Title	
UDC Energy Worksheet, SBD-5518	<input type="checkbox"/>
Building a Home in Wisconsin, SBD-7955-P	<input type="checkbox"/>
Erosion Control Brochure and Plot Plan	<input type="checkbox"/>
Rental Weatherization Important Information for Buyers and Sellers, SBD-7366-P	<input type="checkbox"/>

**Fill in the name and street address (not PO box) of where to send the documents. (Please note UPS will not deliver to PO boxes).**

**Please include daytime phone in case of questions.**

First and Last Name	
Business Name	
Street Address	
City, State, and Zip Code	
Daytime Phone	

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

The Department of Commerce is an equal opportunity service provider and employer. If you need assistance to access services or need material in an alternate format, please contact the Department at (608) 266-3151 or TTY (608) 264-8777